



**COMMONWEALTH OF MASSACHUSETTS
TOWN OF NEW MARLBOROUGH
OFFICE OF THE BOARD OF SELECTMEN
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**Nathaniel H. Yohalem, Chair
Tara B. White
Michele Shalaby
Board of Selectmen**

Minutes of April 3, 2014

Board Members Present: Nathaniel Yohalem, Chairman
Tara B. White
Michele Shalaby

Others Present: Michael Skorput, Administrative Assistant
Sharon Fleck, Administrative Secretary
Kathy Chretien

The meeting of the Board of Selectmen convened at 10:10 a.m.

The Board read the minutes. **After a discussion, a motion was made and seconded and so voted by all members to waive the approval of the minutes of the March 31, 2014 meeting until the April 7, 2014 meeting.**

Budgets - Chairman Yohalem indicated the following items are on hold: Clerical – will be discussed at the Executive Session following this meeting, Roads and Bridges Salaries, Transfer Station Renovations and the Town Hall Renovations, and the Town Hall Account (breakdown needed).

Town Hall Account - On hold until Monday, April 7, 2014.

Transfer Station Renovations – On hold until Monday, April 7, 2014.

Town Office Expenses - Not approved by the Selectmen or the Finance Committee.
On hold until Monday, April 7, 2014.

Selectman, Tara White has a list of items not approved by the Finance Committee.

Road and Bridges Salaries – At the Executive Session held Monday, March 31, 2014, Chuck Loring got a satisfactory review, and, in accordance with the contract, his salary was raised to \$60,000.00 effective April 1, 2014. A discussion ensued regarding clerical salaries of how, and if, they should be applied to the town budget if work is done for the Highway Department.

Once the Highway Department files, etc. are organized and set up, someone would be needed there for about an hour a week. The exception is when Chapter 90 grants are applied for and other special projects as needed. There is a \$1 million grant application coming up for roads and bridges. The last time a large grant was applied for, the clerical funds were applied to Town Hall and not Highway and Bridges.

An agreement was reached that \$5,000.00 be added to Roads and Bridges to cover clerical salaries that would be needed for Special Projects, thereby reducing the Town Hall salaries by \$5,000.00.

A motion was made and seconded and so voted by all members to raise the Roads and Bridges Salaries to \$265,547.00, reflecting clerical work needed by that department.

A discussion arose regarding the need for a list from the Highway Department (Chuck Loring) listing the roads that are needed for repair, his priority for those repairs, as well as the cost of each item for the next year. Chuck will also have to supply repair information on the Clayton Mill River Road, which will be needed for grant application.

Appointment of an Agricultural Commission - On hold until Monday, April 7, 2014.

Campbell Falls Bridge – A letter was received from the State of Massachusetts DOT stating that the bridge should be closed. Michael Skorput has spoken with the engineer in Lenox, who recommended that barriers be erected, reducing the bridge to a one-lane bridge. A letter will be sent back to the State telling them what we have done and request from them that a rating review be done on the bridge. Pictures will also be sent to the State.

Financial Review – Selectmen Michele Shalaby brought up the issue of Financial Reviews that are currently done in other towns. Michael Skorput requested this review be done after the audit is completed. This Review is done at no cost to the town. Michael Skorput suggested that a review be conducted based on the auditor's report and then sit down with someone from Department of Revenue to determine if we need a full blown review. Michele Shalaby requested a call be made to the Department of Revenue, Division of Local Services to alert them we may be in need of their services.

Winter Roads – Includes sand and salt. On hold until Monday, April 7, 2014.

A motion was made to adjourn the Selectmen's Meeting and convene the Executive Session for the purpose of reviewing the clerical duties of the administrative secretaries. We will not reconvene the Selectmen's Meeting. . A motion was made, seconded and so voted by all members to adjourn the Selectmen's Meeting and convene the Executive Session at 11:05 a.m.

Roll Call:	Nathaniel Yohalem	yes
	Tara White	yes
	Michele Shalaby	yes

Respectfully submitted,

Sharon Fleck
Administrative Secretary